

## 1 SCHEDULE OF CHARGING

### 1.1 General

- 1.1.a Any item may be charged according to the number of Charge Units. Time spent charged in units is on the basis that 1 unit is equivalent to 6 minutes. The value of the unit reflects the hourly rate which may be adjusted by reference to the circumstances.
- 1.1.b A list of detailed charges in units is contained in Clause 2.
- 1.1.c As at and from 01 April 2014 the standard value of the Unit Charge is £10.00, unless defined differently in a valid On/Off Site Service Agreement (OsSA) Schedule
- 1.1.d In a rolling 12 month period from the Agreement Start, the Unit Charge shall always be uplifted by the greater of 3%, Retail Price Index (RPI), Consumer Price Index (CPI) or Services Producer Price Index (SPPI) as defined by the Office for National Statistics (for current information see <http://www.ons.gov.uk/ons/taxonomy/index.html?nscl=Price+Indices+and+Inflation>)

1.2 Any item of business, or a whole account, may be charged according to circumstances. Any item of business charged by that method or by reference to units will aim to be a sum which is fair and reasonable both to us and to you, taking into consideration the following factors where relevant:

- 1.2.a the importance of the matter to you;
- 1.2.b the amount or value of any money, property or project involved;
- 1.2.c the complexity of the matter or the difficulty or novelty of the question raised;
- 1.2.d the skill, labour, specialised knowledge and responsibility involved on our part;
- 1.2.e the time expended;
- 1.2.f the length, number and importance of any documents or other papers prepared or perused;
- 1.2.g the place where, and the circumstances in which, the services or any part thereof are rendered, including the degree of expedition required.

1.3 Where we properly act for more than one party in any business in which several parties have distinct interests, we will charge against each party in respect of our responsibility for each distinct interest.

1.4 Direct Expenses, Outlays and Incidents will be charged to cover posts, telephone and fax calls and minor outlays (see also Terms and Conditions clause 5.3)

1.5 Where we have acted in any matter which has not been completed by us, we will charge for the work which has been done.

### 1.6 Presentation of Accounts

- 1.6.a Where an account is presented to you, we will normally do so in the form of an invoice indicating the amount of our fee and the matter to which it relates. If requested by you, we will give such helpful information as can readily be derived from the records but if you insist on a fully itemised account, it will be prepared at your expense.
- 1.6.b If you remain dissatisfied, our account can be lodged with an independent agent for assessment. We may have a fully itemised account prepared if you request an assessment and it may be submitted for assessment even if it is for a greater amount than the original invoice.
- 1.6.c The Assessor will charge a fee for the assessment and this is borne by the paying party.
- 1.6.d Where we have reached an agreement in writing with you as to our fees in respect of any work done, we are not obliged to concur in any requests by you for assessment

## 2 Detailed Charges Expressed in Units

2.1 The following unit charges may be used in any account or for part of an account where other charges are used.

- 2.1.a Technical Documents, financial statements and accounts, inventories and relative schedules, memorials for opinion are all chargeable at 2 units per sheet (a sheet is 250 words or part thereof).
- 2.1.b Where a proforma (template) document has been used and variables or standard clauses inserted, the rate for that part of the document will be 1 units per sheet.
- 2.1.c Other papers to include minutes of meeting, statements, routine or straightforward items will be charged at 2 units per sheet.
- 2.1.d Copying – By Any Means: No charge will be made if the number of copies made in the whole project is 50 or less. Where the number of copies is more than 50, all copies will be charged at 0.02 units per page.
- 2.1.e Time spent negotiating with Customer business partners will be charged at 12 units per hour. All other time will be charged at 10 units per hour.
- 2.1.f Units of time are indivisible unless otherwise stated.
- 2.1.g Normal letters, faxes, e-mails, SMS (text messages) and other electronic message will be charged at 1 unit per page. A 'page' is 125 words or part thereof.
- 2.1.h Telephone Calls for each 6 minutes or part thereof, 1 unit.
- 2.1.i Where the Customer is classed as Delinquent, the allocation of units above is multiplied by 1.25.

2.2 Direct Expenses and Outlays incurred on your behalf will be charged in addition.

2.3 All Fees provided for throughout this Schedule may be subject to VAT at the then current rate.